



Inviting Members to your Club

User Guide for JustGo

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Purpose of this Guide



Detailing the process for inviting existing members or new members to your club.

How to invite existing members?



From the **Club Profile** section, go to the **Club Members** tab and click on **Add Existing Member**.

In the pop-up complete the existing member information. You can use the member email and date of birth/MID or the member MID and date of birth.

The member will receive an email on the registered email address with a link to confirm the interest to join your club. The club, zone and state are automatically connected to that member.



Add Existing Member

Step 1
Enter the email address of member you wish to add

Email Address

Use [Membership Number](#) instead

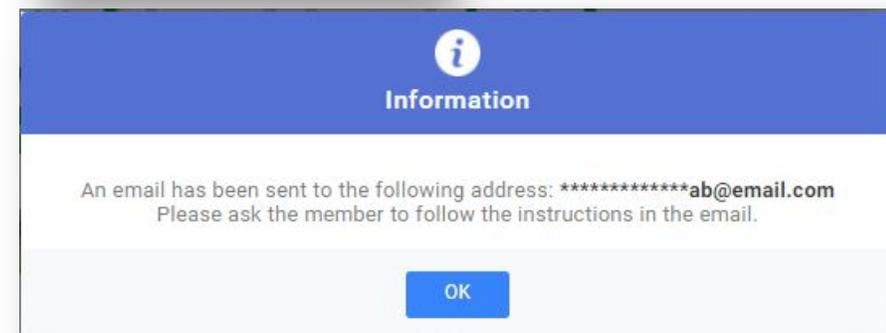
Step 2
Enter the date of birth of the member you wish to add or their member number

Date of Birth
Day Month Year

OR

Membership Number

Send Verification Email



How to invite new members?



Add New Member

From the **Club Profile** section, go to the **Club Members** tab and click on **Add New Member**.

In the pop-up complete the new member information. Complete all the mandatory fields and click **Continue**.

The member will receive an email on the registered email address with a link to verify the email address.

PONY CLUB AUSTRALIA

Add member

First Name: Nathalia Last Name: Schwab

Email Address: nathalia.schwab@justgo.com

Contact Number: 123456789

Date of Birth: 19/03/1987

Gender: Male Female Non-Binary

Username: nathalia.schwab@justgo.com

Account Registration

Hi Nathalia,

An account has been created for you on Pony Club Australia's membership database by .

Your Username is nathalia.schwab@azolve.com and your Membership Number is ME001857.

If you have any questions please contact support@ponyclubaustralia.com.au

We require you to verify your email address and to confirm that this account is valid.

Please click [here](#) to verify your Email Address.

If the above link does not work, please copy and paste the following

Success!

Member has been successfully added.

When the member will become available in my club?



When **adding an existing member**, the member will only appear in your club member list after confirming via the Membership Email email link.

When **adding a new member**, the member will automatically appear in the the club members area.

Please note: In both cases you need to approve the member in your club after the adding process.



Add member

First Name: Last Name:

Email Address:

Contact Number:

Date of Birth:

Gender: Male Female Non-Binary

Username:



Need further assistance?



If you require further assistance then please contact support@ponyclubaustralia.com.au